

Laburnum Elementary Return to Learn Preparedness Plan



Principal: Nicole Boone

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| <p>Why?</p> | <p>HCPS is committed to providing in-person learning opportunities for all students who choose to access it for the 2021-2022 school year.</p> |
| <p>What?</p> | <p>In-Person Learning Opportunities that include:</p> <ul style="list-style-type: none">● Full-time, in person learning available for all students during the 21-22 school year.● Safety mitigation strategies to protect against Covid-19.● Full time schedule providing instruction in language arts, science, social studies and math for the 21-22 school year. |

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| Element | Describe the process in detail |
|---------|--|
| Arrival | <p>In order to have supervision for students to help with social distancing we will need to close the office (to use office staff) and other non-classroom teachers will have to do morning and afternoon duty. Office will not be open until 8:00 each day, which is after arrival has concluded.</p> <p>Parents are NOT permitted to walk students to class.</p> <p>Pre-Arrival</p> <ul style="list-style-type: none"> • Families will get family numbers prior to the first day of school. These will be distributed at our Open House event on 9/2/21. • Also during Open House, teachers will collect dismissal information from parents on a transportation form. • To ensure parents have current bus information, we will have a tech hub set up during Open House to help parents create Parent Portal accounts where they can view bus departure and arrival information when it is available. <p>1st Week Arrival</p> <ul style="list-style-type: none"> • Select staff will meet students at the bus loop and parent drop off/daycare loop to put pre-labeled bands with bus route information on students. • Select staff will be stationed throughout the hallways to direct traffic to classrooms - 1 per grade level hallway. • Once in classrooms, teachers will note transportation on their transportation sheet |

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- Available staff (IAs, Admin, non-classroom teachers) will go around to classrooms throughout the day to tag any additional students and collect transportation sheets. Staff will make calls to families if necessary to get any missing transportation information.

Process:

- Kindergarten and first grade students will be directed to their classrooms upon arrival.
- Second through fifth grade students will be directed to the cafeteria for breakfast upon arrival.

Bus

- Doors open at 7:20
- If transportation permits, we will unload buses 2 at a time to minimize traffic flow.
- Staff will be assigned a bus each morning. They will remind students to wear their masks at all times. Masks will be available to students if needed.
- Students will enter through the main doors of the building. Staff members will direct traffic as an additional visual.
- Staff members will be on the bus loop to assist with social distancing.

Car Riders:

- Students will enter through door 7 (near the counselor suite)
- Elementary students with parent transportation will be sent directly to their destination (cafeteria or classroom)

TEACHERS:

- Please stand by your door, welcome students, and encourage social distancing in the hallway and

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the classroom.

- Greet students and remind them to keep masks on and to social distance
- During arrival and dismissal, classroom doors will be open (but locked) to limit touching of the door handle.
- Students will place personal items (coats & bags) on hooks in the classroom. A parent/guardian may request an individual bin for students to place their items.
- Teachers will limit the number of students in the area where personal items are stored.

Students Who Arrive Late:

- Between 7:40 AM and 8:00 PM our Family Advocate will have a tardy table at the front entryway to sign in tardy students. Parents and students must go to the tardy table and wear a mask.
- Arrivals after 8:00 AM - Parents or adults must wear a mask, park and ring the doorbell to announce the arrival of their student.
- Staff will take the sign in sheet out to the parent and meet the student. They will provide a mask if the student is not wearing one.
- The student will report to class, or be walked to class if they are unable to go to the classroom without support.

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Attendance

- **If a student is ill, please keep your child home and contact the school nurse, Shirley Seidl, immediately, at (804) 228-2720.**
- You must answer the COVID Health Screener questions daily with your child. If the answer is 'yes' to any of the questions. The student must remain home and you must notify the school at (804) 228-2720. The school nurse, Shirley Seidl, will notify you with next steps.
 - [Click here to view the COVID Health Screener](#)
- We will utilize the HCPS attendance policy. Please refer to the linked document below to see how attendance will be handled in certain situations related to COVID.
 - [Instruction & Daily Attendance of Quarantined Students](#)
- Students must be physically present in class/school to be marked present for the day.
- Students will be marked tardy to school.
- When students are absent from school, families will request the absence to be marked excused in one of the following ways:
 - Illness - call the school attendance office on the day of the absence to notify the school of illness
 - Planned Absence - contact the school principal to request a planned absence be excused
 - Lavonya Dabney, Student Support Teacher, will serve as the Attendance Administrator
- The attendance team will continue to hold re-engagement and chronic absenteeism meetings.
- Parents are required to call the main office if a student will be absent. Absences will not be excused if the parent has not contacted office staff via phone call or emailed the attendance secretary or Attendance Administrator.

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Bathroom

- Grade levels will have designated bathrooms
- There will be hooks on the outside of the restrooms for students to hang lanyards to indicate how many students are in the restroom. There will be signage on the outside of each restroom to identify the maximum number of students permitted in the bathroom. This will allow us to maintain appropriate social distancing.
- If a student forgets their lanyard, they will use the plastic/laminated classroom pass.
- If the restroom is full, the student will wait outside the bathroom until they are able to enter.
- K and 1 will use the restroom in the classroom.
- Students should wipe down door handles after bathroom use (K/1)
- Visual signage & verbal reminders to wash hands after bathroom use will be posted.
- Custodial staff will follow HCPS cleaning protocols for restrooms.
- 2-5 students will sign out when using the restroom independently.

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Breakfast

- Breakfast will be available from 7:20 - 8:00
- Kindergarten and first grade students will report to their classrooms upon arrival and will be walked to the cafeteria to receive breakfast.
- Second through fifth grade students will report to the cafeteria upon arrival to get breakfast and then immediately report to class.
- Students will eat breakfast in the classrooms at their desk with 3 feet distance between students when possible.
- Custodial staff will place two large garbage bins in hallways for students to discard trash one student at a time from classrooms.

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Bus & Daycare Dismissal

- Dismissal will start at 2:05
- Students must be packed and ready to go by 2:05
- Staff members will be assigned specific dismissal locations to assist with monitoring social distancing, mask wearing, and overall safety.
- Students will be dismissed to the bus by grade level and daycare provider, which will be displayed on the dismissal tracker. This will allow us to minimize the amount of traffic in the hallways.
- Staff members will be placed on grade level hallways and cafeteria to assist with social distancing and ensure mask wearing.

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Car Rider Dismissal

- Every student will be assigned a family number.
- Teachers will have the list of their students' assigned numbers.
- A dismissal tracker will be utilized to highlight family numbers. Once the family number is highlighted, the student will be dismissed to the car rider area and matched to the adult with the matching family number window tag.
- Teachers will display the spreadsheet on his/her PrometheanBoard and send kids to the car rider location following the one way traffic pattern.

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Classroom Layout

- Student desks will be 3 feet apart from the midline of the student when possible.
- Remove furniture to maximize space when necessary.
- Two group tables per classroom
- One teacher desk
- CDC Class Rules Posters [COVID19-k-12-school-posters-class-rules.pdf](#)
[COVID19-k-12-school-posters-keep-space-when-outside.pdf](#)
- Hand sanitizer at door (please use small bottles)
- Parents/guardians may request plexiglass for their student. You must inform your child's teacher who will inform our Safety Administrator, Ms. Lavonya Dabney.
- Only classroom furniture that is wipeable is permitted in classrooms.
- Flexible seating will not be permitted .
- Classroom arrangements will be approved by an administrator.
- Seating charts will be utilized and updated for whole group and small group instruction.

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Cleaning

- Cleaning is a shared community responsibility. Everyone will be expected to participate in cleaning activities throughout the day.
- Keep sanitizing wipes in crisis bags.
- Teachers will take hand sanitizer when traveling through the building.
- Teachers will need to clean high touch areas with wipes throughout the day.
- K-1 classrooms: Students will wipe door handles of bathroom with provided wipes after use.
- COVID Liaison will keep track of PPE, hand sanitizer and wipes.
- Teachers are able to request additional PPE when needed.
- Handwashing signage will be placed near all sinks.
- Hand sanitizer will be placed at the entryway.
- Custodians will adhere to HCPS cleaning guidelines- cleaning rooms daily and following cleaning protocols.

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Clinic and Isolation Room

- Teachers will receive guidance regarding when to send a student to the clinic.
- The clinic is used for distribution of medication and emergency non-sick visits.
- [VDH Algorithm for Evaluating a Child with COVID-19 Symptoms or Exposure](#)
- Provide staff with supplies to assist with minor first aid needs and reduce the traffic to the clinic- bandaids, baggies, add items/supplies to Emergencybags.
- Isolation room is designated for students having COVID-19 symptoms.
- Staff will contact the office via the intercom system using the phrase, “escort needed”.
- Office staff will contact the school nurse.
- The nurse will escort student to the clinic
- Nurse will secure back-up to cover the clinic if the clinic assistant isn’t available.
- The nurse will follow the appropriate protocols.
- Back up personnel are identified for both the clinic and isolation room.

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Code of Conduct Considerations

- Incentivize students who are wearing masks and following safety protocols with the “Golden Safety Award”
- If a student refuses to wear a mask, we will implement progressive steps to ensure the student understands the expectation and is following the expectation. This may include but is not limited to a discussion with the student, warning for students refusing to not wear a mask that was not related to a medical concern, and parent phone call.
- Continued refusal after following progressive steps will result in disciplinary action as this is a major safety concern and failure to follow expectations outlined in the Student Code of Conduct..

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Contact Tracing

- Teachers will continue to sign in and out using Google form.
- Temp employees will continue to sign in and out in the binder located in the office.
- All visitors will sign in the office using the visitor's log.
- Teachers will create and update a seating chart for whole and small group instruction. Seating charts will be maintained by Ms. Lavonya Dabney, COVID liaison.

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Counselors

- Counselors will meet with students in whole groups, small groups, and 1:1 in person.
- Counselors will maintain a log of students seen in a day to assist with contact tracing.
- Masks will be worn at all times by counselors and students.

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Daycare Dismissal

- The dismissal tracker will be utilized to highlight daycare when ready the provider has arrived.
- Teachers will display the spreadsheet on his/her PrometheanBoard and send kids to the cafeteria following the one way traffic pattern.
- Assigned staff will monitor the hallways for social distancing

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Exceptional Education

- Meetings can be held in person or virtually. If a meeting is in person, all participants must attend in person wearing masks and adhering to social distancing guidelines.
- Information regarding upcoming meetings will be communicated to parents directly through an invitation and personal communication via teacher and/or administration. PPE has been distributed to the appropriate personnel. PPE is accessible for replenishment or replacement.
- Small group instruction will be held in environments that provide for social distancing when possible.
- Service providers will wear a mask.
- Service providers must keep an accurate record of the students present in each small group or mixed group setting.
- All providers must document small group attendance.
- Teachers will be able to work with small groups of students.
- Classrooms should be positioned in a way which provides a ready learning area for these students that does not segregate them from their peers.

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Field Trips

- Field trips will be permitted this year.
- At this time we are only scheduling field trips that have outside venues.
- Chaperones will not be permitted to ride the bus during times of high transmission.
- Teachers can also schedule virtual field trips for students.
- Masks will be worn on buses to the field trip location.
- Masks will be worn during the field trip.
- Seating charts will be created for bus rides.
- All field trips must be approved by Field Trip Coordinator, Ms. Dabney.
- All field trips must be connected to the curriculum.

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LAMP (Library, Art, Music, P.E.)

- Music, Library, Art, and PE will be in person.
- Each LAMP teacher will follow the guideline provided by his/her department.
- Students will be seated 3 feet apart when possible.
- Masks must be worn during all LAMP classes.
- If students are outside for P.E. they may remove masks if they are able to maintain 6 feet of distance.
- All books returned to the library will be held for 24 hours before being recirculated.
- Teachers and/or students will wipe down learning spaces after each class using the provided wipes.
- Any classroom supplies that are shared will be wiped down between classes.
- Students will not share personal items between each other.
- Students will use hand sanitizer when entering and leaving each LAMP class.
- A seating chart will be maintained for each LAMP class that mirrors the seating chart of the classroom to the best extent possible.

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Lanyards

- Each student will be provided a breakaway lanyard with their name, grade, teacher, and family number.
- Lanyards have a breakaway release for safety.
- Lanyards will remain at the school.
- Students should wear their lanyard to the restroom (2-5) and when going outdoors (Pre-K -5) to hold their masks.
- Car rider students will also wear their lanyards to dismissal to ensure we are matching the correct student to the correct adult.
- Students will keep lanyards at school at the end of each day.

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Lunch

- Students will eat lunch in the cafeteria.
- Seating charts will be maintained.
- Students will have assigned seats and only sit with their class.
- Grade levels will attend lunch during the same block of time.
- Masks may be removed while eating.
- Custodial staff will wipe down tables between lunches.
- Students will be reminded not to share items.

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Masks

- Students, staff, and visitors will wear masks while indoors regardless of distance and vaccination status.
- Parents will supply their students with masks.
- Extra masks will be available in the office for those who have forgotten..
- Masks must cover the mouth and nose.
- Gators are not approved face coverings.
- Teachers will also be provided with additional disposable masks (in the event the cloth mask is dropped on the floor, gets soiled, etc.).
- Masks can be removed when drinking or eating.

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Materials for Learning

- Student school supplies will be kept at desks or in baskets.
- Each student will have his/her own book box to keep books for independent reading. Students will return their books to the “return box” for redistribution after 24 hours.
- Personal items will not be shared between students.
- Students may share school provided instructional items. Items will be disinfected between student usage.
- Teachers will continue to use digital resources (Epic, Literacy Footprints, Pioneer Valley, digital apps for math and reading, SeeSaw).
- Students will use their individual tech device for learning.

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Meetings

- Faculty meetings will be held in person when social distancing is able to be maintained. Masks will be worn at all times except if eating.
- Grade level teams will meet in person but must maintain social distancing of 3 feet with their masks.
- School based meetings to include parents/guardians such as PTA will be held in person or virtually. This information will be communicated via our school newsletter.
- Individuals will need to RSVP for all school based meetings to allow school personnel to plan appropriately. If someone has not RSVP'd they will not be permitted to attend.
- Virtual meeting options will be available when deemed necessary.
- See exceptional education section for information regarding special education meetings.
- Seating charts will be maintained when feasible.
- Sign in sheets will be utilized.
- Generally, the cafeteria will be utilized as the meeting space due to our ability to adequately space out individuals.

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Morning Meeting

- Students will participate in daily morning meetings from their desks on or the carpet. Social distancing of 3 feet will be maintained when possible.
- All morning meeting greetings must be non-contact (air-hives, air-fist bumps, thumbs up, etc.)

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Recess

- We have identified specific areas for students to play during recess. These areas are assigned to specific classrooms. Each class will remain in their class cohort during recess and not mix with other classes.
 - Baseball field
 - K-2 Blacktop
 - 3-5 Blacktop
 - Track
 - Garden Area Large
 - Garden Area Small
- Teachers will have a resource with a list of no-touch recess activities and that don't require students to be in close proximity.
- Assign designated areas to specific classrooms
- Students must hand wash or use hand sanitizer before and after recess.
- Playground equipment can be utilized by one cohort at a time.
- Students may take their masks off and hang them on their lanyard during recess. Students must be six feet apart since this is a mask break. If this isn't possible, students need to wear masks.
- Students may share sports equipment during recess among their class. If recess equipment is shared between cohorts (classes), it must be sanitized between use. Students must use hand sanitizer before and after use of playground equipment.

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Student Belongings

- Student school supplies such as notebooks, pens, pencils, etc. will be kept at each child's individual desk.
- Backpacks and coats will be placed on coat hooks or cubbies within the classroom.
- Parents/guardians can request bins for their student's personal belongings. The parent/guardian must email the classroom teacher to make this request. Please copy Ms. Lavonya Dabney on the email at lsdabney@henrico.k12.va.us.
- Students will not share personal supplies

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Student Desks

- Desks will be 3 feet apart whenever possible. Class sizes will determine the feasibility of maintaining 3 feet of distance.
- Chairs will be pushed under desks.
- Students will wipe desks with alcohol based wipes after breakfast and at other parts of the day when deemed appropriate.
- Students will not sit at other students' desks.
- Custodial staff will sanitize desks daily.

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Technology

- Students will use their own devices
- Digital literacy resources will be utilized

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Volunteers and Visitors

- Visitors are by appointment only and will sign in at the front office.
- Visitors will review COVID screening questions posted on the door. If they answer 'yes' to any of the questions, they will not be permitted into the building.
- Parent teacher conferences will be offered in person by sign up times.
- Visitors will not be permitted in classrooms. Familymembers can support classrooms in other capacities (i.e. virtual reader).
- Families will **NOT** be permitted to have lunch with students at this time.
- Families may **NOT** bring outside lunch to the office for students (McDonalds, Chik Fil A...)
- Families may **NOT** bring in birthday treats for the class at this time.
- No volunteers at this time.
- Spacing dots will be used in the front office as a visual for social distancing.
- Individuals in the front office will be limited to no more than 3 to include adults and children.

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Water Fountains

- Students may use water fountains.
- Spacing dots will be placed at the water fountain as a visual cue to social distance.
- Students will be encouraged to bring water bottles from home.